

The Center for Strategic and International Studies (CSIS) is a non-profit, bipartisan public policy organization established in 1962 to provide strategic insights and practical policy solutions to decision makers concerned with global security and prosperity. Over the years, it has grown to be one of the largest organizations of its kind, with a staff of some 200 employees, including more than 120 analysts working to address the changing dynamics of international security across the globe.

JOB SUMMARY:

The Center for Strategic and International Studies (CSIS) Office of Membership Groups seeks a Fall 2014, part time intern to assist with the day-to-day activities of a busy office. CSIS, through various membership options, offers unique opportunities for individuals to participate in the work of the Center and maintain a direct and constant connection to Washington. Each membership group meets regularly to discuss and analyze pressing foreign policy issues. In addition to managing Center membership, the Office of Membership Group also coordinates external events taking place at CSIS.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Essential functions may include, but are not limited to the following:

- I. Providing day-to-day administrative support for the Membership Groups Office
- II. Preparing for high-level membership meetings including programming and material preparation and day-of staffing assistance
- III. Assisting in outreach and relationship management with members and the CSIS Board of Trustees
- IV. Organizing and staffing external events for outside groups

KNOWLEDGE, EDUCATION, AND EXPERIENCE:

- Undergraduate or graduate student pursuing a degree in international affairs, event planning, public relations, management, or communications
- Event planning and marketing experience preferred
- Familiarity with think tanks, foundations, and U.S. government institutions is preferred
- Excellent organizational skills and attention to detail
- Ability to manage competing priorities and operate in a fast-paced environment
- Strong writing, editing, computer, and interpersonal skills
- Willingness to engage in and learn new tasks

HOW TO APPLY:

Interested applicants, please apply at <https://www5.apply2jobs.com/CSIS>